

## Job Description

<b>Post Title:</b>	<b>Administrative Assistant (Primary)</b>	<b>Post No:</b>	<b>JD37</b>
<b>Department:</b>	Education	<b>Grade:</b>	<b>BEX05</b>
<b>Responsible to:</b>	Attendance Officer & School Business Manager		
<b>Responsible for:</b>	No Supervisory responsibility		
<b>Functional links with:</b>	School Stakeholders including Pupils, parents, school staff, suppliers, contractors, governors, LA & professionals.		

### Main purpose of the job:

- To provide administrative support throughout the school
- To provide a professional, personable service to all stakeholders
- Responsible for operating school systems which include management information system, finance and payments system, communication system, compliances systems and Google drive.
- Liaising and assisting all school stakeholders
- Supporting the Senior Leadership Team with designated tasks

### Major Duties and Responsibilities:

- To greet and attend to all visitors to the site, ensuring the sign in and vetting process is completed accurately and ID is checked on arrival.
- Provide reception support by dealing with telephone calls and emails. Following up routine enquiries with pupils, parents and other stakeholders.
- Supporting colleagues with face to face, telephone and on-line enquiries.
- Co-ordinate online school diary by inputting entries for all staff.
- Coordinate and produce newsletter and certificates.
- Coordinate administration of school library
- Process all school orders, ensuring procurement procedures are adhered and correlate invoices for payment.
- Reconcile school meal booking numbers of attendance register numbers and provide the kitchen with daily numbers. Check and sign kitchen weekly meals numbers.
- Responsible for the administration and payments related to school trips, events and clubs and lettings.
- Assist with HR processes and administration. Complete DBS administration and ensure the single central register is updated.
- Assist with pupil first aid including looking after sick pupils, liaising with parents and staff.
- Monitor and order office & central school resources to ensure there is always sufficient stock levels.
- Responsible for managing the school website to ensure it is always compliant and developing social media channels
- Maintain a policy register and ensure policies are reviewed and approved in required timescales.
- Input new admissions maintain pupil data within school systems with pupil data.
- Create and maintain data storage records and retention periods including scanning and shredding.

- Supporting with compliance within school (eg. Risk Assessments, H&S, GDPR, Statutory Governance, financial regulations)
- Provide reprographic services such as photocopying, printing, laminating & binding
- Be prepared to carry out ad hoc tasks and reasonable instruction to support the office team, Business Manager, Senior Leadership Team and Head Teacher.

**Resources:**

- Small amounts of cash, office equipment user

**Job Activities:**

- Operates office & IT equipment and school systems.
- Make the best use of appropriate school ICT systems including, email and other software packages such as MS Word, Excel, Google and any other package in order to provide an efficient and effective administration service. Comply with the use of ICT systems to ensure filing structures, accessibility, privacy and legal guidelines are adhered to.
- Maintain various school records.
- Be aware of and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection. Ensure all concerns are reported to the appropriate person.
- Works in close contact with school stakeholders
- Frequent daily contact with pupils dealing with administrative matters and medicines etc.